



# City of Miami Gardens



## Office of the City Clerk Passport Acceptance Facility



The Office of the City Clerk as a Passport Acceptance Facility receives and executes DS-11 Applications for U.S. Passports. Once executed by one of our acceptance agents your application (along with the required documentation) is sent to the U.S. Department of State for processing.

Normal processing is between 4 – 6 weeks however for an additional fee you may expedite\* the process and reduce processing time to 2 – 3 weeks. If you are traveling within 14 days, you may make an appointment with the Miami-Dade Regional Passport Agency by calling 1-877-487-2778. For more information please visit [www.travel.state.gov](http://www.travel.state.gov), call 1-877-487-2778 or you may email your questions to: [passports@miamigardens-fl.gov](mailto:passports@miamigardens-fl.gov)

### Location:

City of Miami Gardens (City Hall)  
18605 NW 27<sup>th</sup> Avenue  
Miami Gardens, FL 33056

### Hours of Operation:

#### WALK-INS ONLY

Monday, Thursday and Friday 8:30am – 12pm (Passport Office is closed on Tuesdays & Wednesdays)

**Please make sure all of the information on your application is accurate and complete. Be sure to bring all necessary documents and applicable fees as listed below:**

- Completed DS-11 Passport Application without signature – **BLACK INK ONLY** (must sign application in front of passport agent)
- Proof of citizenship (**certified copy of birth certificate or original naturalization certificate**)
- One (1) current passport picture (no older than six months), which can be obtained from CVS or Walgreens Pharmacies
- Copy of Government issued identification (Florida Driver's License or State issued identification) **copied front and back**
- Cash, check or money order in the amount of **\$25.00** for Execution Fee, made payable to the City of Miami Gardens
- **For applicants 16 years of age and older**, a check or money order in the amount of **\$110.00** for Passport Book, made payable to U.S. Department of State (if applying for both the Passport Book and Passport Card, the total amount of the check or money order should be **\$140.00**)
- **For applicants under 16 years of age**, a check or money in the amount of **\$80.00**, for Passport Book, made payable to U.S. Department of State (if applying for both the Passport Book and Passport Card, the total amount of the check or money order should be **\$95.00**). **Parents must accompany children** or have a **completed, notarized** Form DS-3053 "Consent" along with a copy of the government issued ID (driver's license) copied front and back of the parent signing the consent form. **If the child has previously been issued a passport, that passport along with a certified birth certificate must be submitted with the DS-11 application.**

**\*Expedite Service –additional fee of \$60.00; Overnight Delivery – optional fee of \$14.85**

\*\*\*Effective June 1, 2015\*\*\*